



CITY OF GULFPORT  
Urban Development - Planning Division  
1410 24th Avenue  
Gulfport, MS 39501  
(228) 868-5710

## APPLICATION FOR RESUBDIVISION

### Property Information

TAX PARCEL #

					—			—						●					
					—			—						●					
					—			—						●					

(If necessary, use separate sheet of paper)

### For Staff Use Only

Case File #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_

Zoning: \_\_\_\_\_

Ward: \_\_\_\_\_ Flood: \_\_\_\_\_

Size: \_\_\_\_\_

Address of Property Involved: \_\_\_\_\_

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Subdivision \_\_\_\_\_

General Location: \_\_\_\_\_

### GENERAL DESCRIPTION OF REQUEST:

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### OWNERSHIP AND CERTIFICATION:

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the herein described request.*

OWNER

AGENT

Printed Name Of Owner

Printed Name Of Agent

Mailing Address

Mailing Address

City State Zip code

City State Zip code

Home Phone Work/Cell Phone

Home Phone Work/Cell Phone

Email

Email

Signature Of Owner

Signature Of Agent

If the property or properties listed above have more than one owner, please check this box. In the case of multiple owners, reverse side must be completed. Each additional owner will need to complete and sign the reverse side of this application. We can only accept applications with original signatures.

☐

**SECTIONS A. THROUGH G. MUST BE SUBMITTED FOR A COMPLETE APPLICATION.**

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.*

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**(Use additional forms as needed)**

**IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES PERSON/AGENT FOR YOU:** \_\_\_\_\_

## IMPORTANT NOTICE

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Planning Commission will not consider a request until all information is submitted and accurate.
2. Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. The application is not considered complete until all required information from the applicant is available for review by the staff and coordinating agencies.
3. Please see page 10 of this application to determine the deadline dates for filing your application.

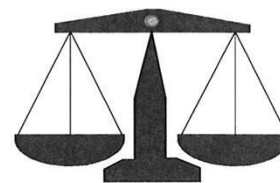
## SUBMISSION REQUIREMENTS

- A. **Page one of this application**, completed and signed.
- B. **Proof of ownership** (Copy of deed or affidavit)
- C. If applicable, notarized proof of **authority to act as agent** for owner (Board Resolution, etc.)
- D. The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. If you would like to have additional persons or property owners notified, please provide a list of **additional persons to be notified**.
- E. An **Affidavit** stating there are no restrictive or protective covenants prohibiting the resubdivision of the property.
- F. **Resubdivision Survey**  
(See attached Instructions for Resubdivision Surveys along with a Sample Resubdivision Survey and Certificate)
- G. **Cash or check** payable to the City of Gulfport in the amount of **\$175.00 plus \$5.00 for each newly created lot/parcel**.

## General Criteria required for Resubdivision of Property:

1. Every lot created shall contain a suitable building site meeting the minimum square footage required by the Zoning Ordinance.
2. Each new lot created shall be in compliance with appropriate zoning ordinances, building codes and restrictive covenants, if any.
3. The proposed subdivision shall not deny any lot direct access to a dedicated public street and shall abut upon a dedicated street for at least 35 feet.
4. Lots for residential use shall be at least 60 feet wide at the building setback line. (50 feet wide at the building setback line in an R-1-5 zoning district.)
5. Minimum lot size based on availability of water and sewer:
  - a. 7,500 square feet for lots served by municipal water and sewer system or an approved private system.
  - b. 15,000 square feet for lots served by municipal or approved private water system but not served by municipal or approved private sewerage system.
  - c. 30,000 square feet for lots with individual lot private water and sewerage system.
6. The maximum depth of any lot, exclusive of unusable land, shall be 3 ½ times the width of the lot at the building setback line.

(See attached Instructions for Resubdivision Surveys and sample of Certificate of Resubdivision and Survey.)



City of Gulfport  
Zoning Board of Adjustments & Appeals & Planning Commission

## 2014 MEETING DATES & APPLICATION DEADLINES

Zoning Board and Planning Commission meetings are on Thursdays in the Council Chambers at the Gulfport City Hall located at 2309 15<sup>th</sup> Street. Zoning Board meetings begin at 3:00 p.m. and Planning Commission meetings begin at 4:30 p.m. You will be notified by letter of the time and location that your request will be considered.

### *Meeting Dates*

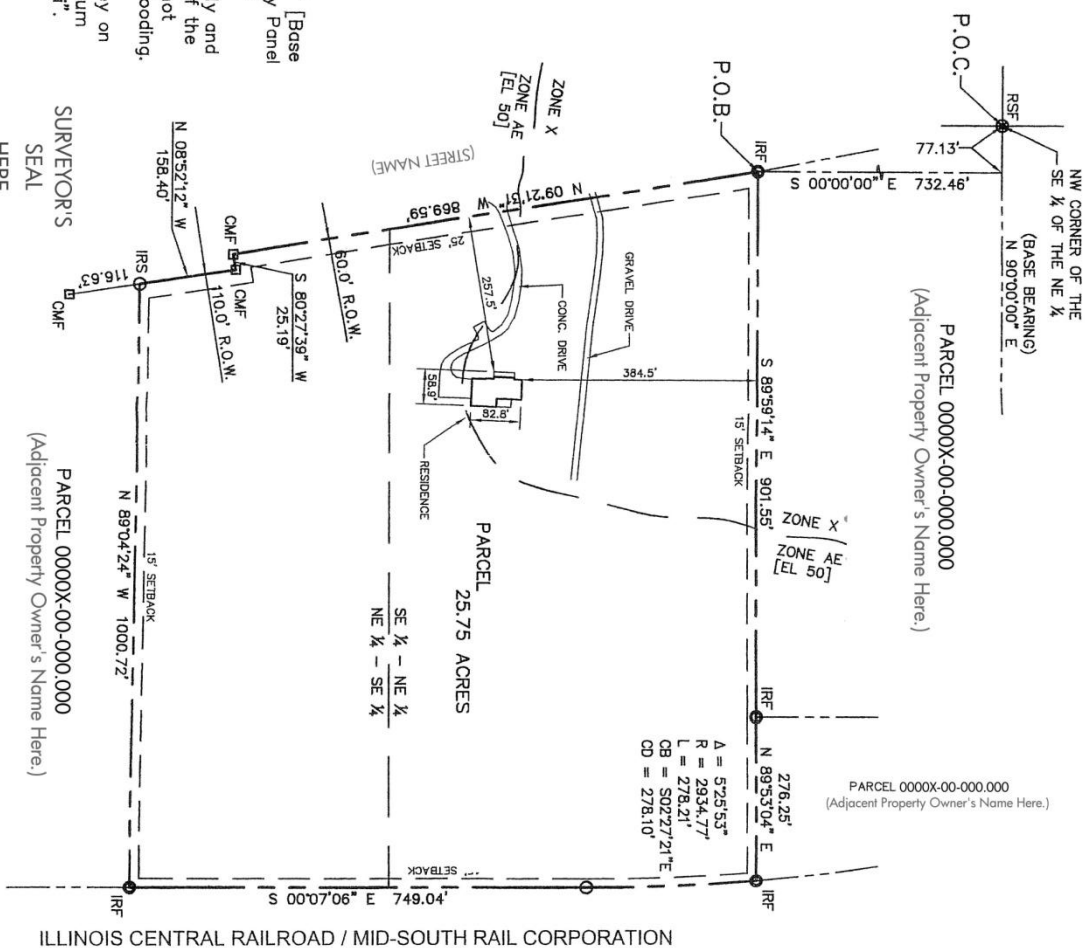
<b>Zoning Board</b>	<b>Planning Commission</b>	<b>Deadline Date</b>
January 16, 2014	January 23, 2014	December 4, 2013
February 20, 2014	February 27, 2014	January 7, 2014
March 20, 2014	March 27, 2014	February 4, 2014
April 17, 2014	April 24, 2014	March 4, 2014
May 15, 2014	May 22, 2014	April 1, 2014
June 19, 2014	June 26, 2014	May 6, 2014
July 17, 2014	July 24, 2014	June 3, 2014
August 21, 2014	August 28, 2014	July 8, 2014
September 18, 2014	September 25, 2014	August 5, 2014
October 16, 2014	October 23, 2014	September 2, 2014
November 20, 2014		October 7, 2014
December 18, 2014		November 4, 2014

***Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. Meeting dates listed do not guarantee your application hearing date. The application is not considered complete until all required information is available for review from the applicant and coordinating agencies. Dates, time and location are subject to change without notice. The remaining dates will be forthcoming.***

- IRF = IRON ROD FOUND
- ▣ CMF = CONCRETE MONUMENT FOUND
- ⊗ RSF = RAILROAD SPIKE FOUND
- IRS = IRON ROD SET

CLOSURE = 1:15,000

POTABLE WATER AND SANITARY SEWER PROVIDED TO SITE BY CITY OF GULFPORT



By Graphi Plotting only, this property is in Zones "\_\_\_" [Base  
50] & "\_\_\_" of the Flood Insurance Rate Map, Community Panel  
No. \_\_\_, revision date June 16, 2009. Exact  
designations can only be determined by an Elevation  
Certificate. The above statement is for information only and  
this surveyor assumes no liability for the correctness of the  
cited map(s). In addition, the above statement does not  
represent this surveyor's opinion of the probability of flooding.

This is to CERTIFY that this map or plot and the survey on  
which it is based were made in accordance with "Minimum  
Standards for Land Surveying in the State of Mississippi".

**SURVEYOR'S SIGNATURE**

\_\_\_\_\_  
(PRINT SURVEYOR'S NAME HERE)

Dated: Month Day, Year

**SURVEYOR'S SIGNATURE**  
**(PRINT SURVEYOR'S NAME HERE.)**

**Dated:** Month Day, Year

...  
SEAL  
SURVEYOR'S  
HERE

PARCEL 0000X-00-000.000  
(Adjacent Property Owner's Name Here.)

PREPARED BY:

NAME \_\_\_\_\_

ADDRESS

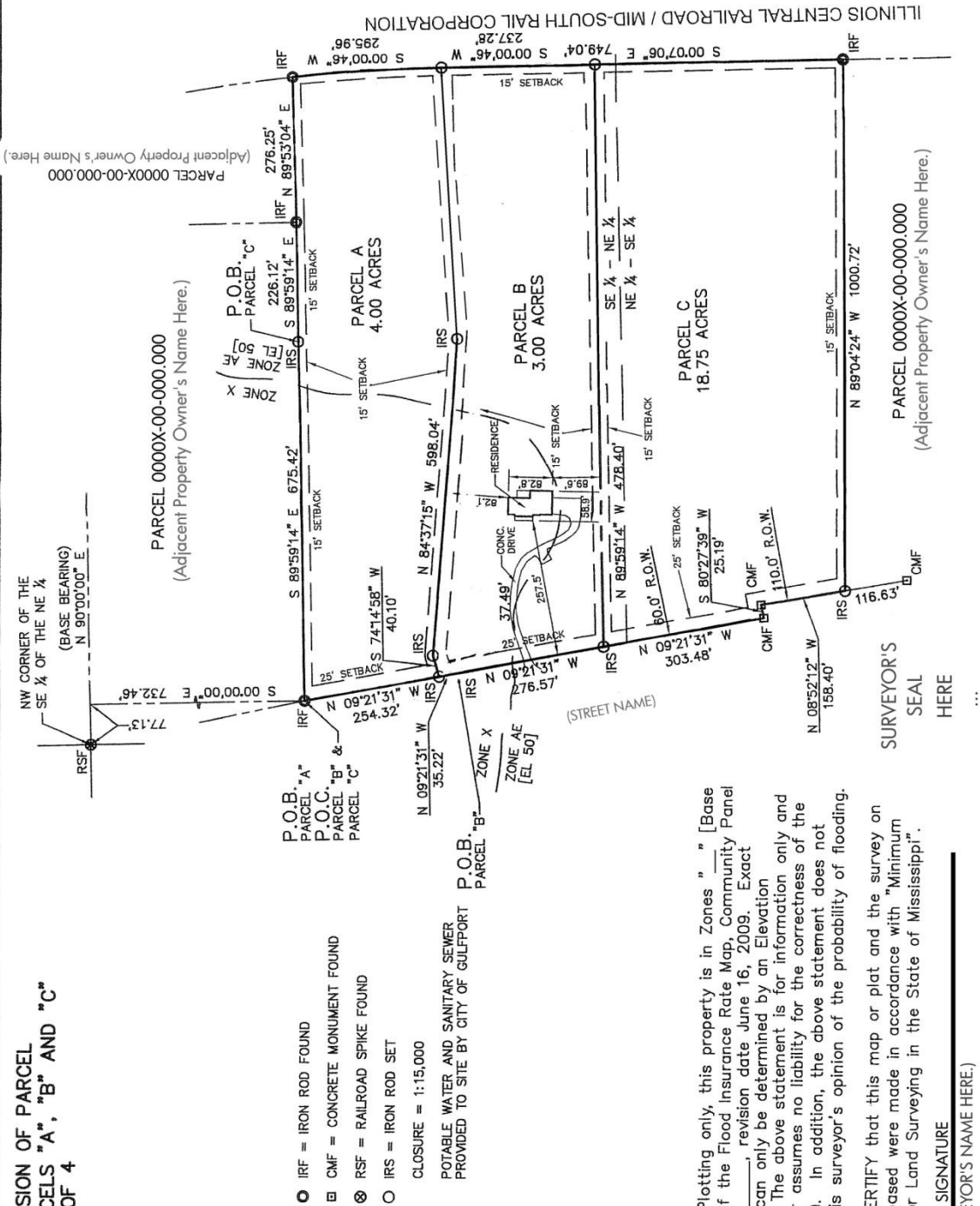
## CONTACT NUMBERS

Scales:	Drawn By:	Job Number:
Date:	Revised: --/--/--	Flange:

(Sheet 1 of 4)

# EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

RESUBDIVISION OF PARCEL  
INTO PARCELS "A", "B" AND "C"  
SHEET 2 OF 4



(Sheet 2 of 4)

# EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

## CERTIFICATE OF RESUBDIVISION

In accordance with Section 9-48 of the Code of Ordinance (Subdivision Regulations) of the City of Guilford as amended, it is hereby certified that the Guilford City Planning Commission Chairman and Guilford City Council have reviewed and approved this Final Plat for the Resubdivision of "PARCEL \_\_\_\_\_" in the (insert meets and bounds description here \_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_) into "Parcel A", "Parcel B" and "Parcel C". The subject property is generally described as being located South of \_\_\_\_\_ Road and East of \_\_\_\_\_ Sheet. The ad valorem tax parcel number of the subject property is \_\_\_\_\_, 0000X-00-000,000. (Deed Book \_\_\_\_\_, Page \_\_\_\_\_). The Case File Number is \_\_\_\_\_.

LEGAL DESCRIPTION OF LAND PRIOR TO THIS RESUBDIVISION (PER DEED):

PROPERTY OF \_\_\_\_\_ PARCEL NO. \_\_\_\_\_

A parcel of land situated and being located ....

Beginning at a point ....

Containing \_\_\_\_\_ acres/sq. ft.

LEGAL DESCRIPTION OF THE PARCELS CREATED BY THIS RESUBDIVISION:

LEGAL DESCRIPTION OF PARCEL "A": AS PER SURVEY

(INSERT LEGAL DESCRIPTION OF PARCEL "A" HERE.)

Containing \_\_\_\_\_ acres/sq. ft.

LEGAL DESCRIPTION OF PARCEL "B": AS PER SURVEY

(INSERT LEGAL DESCRIPTION OF PARCEL "B" HERE.)

Containing \_\_\_\_\_ acres/sq. ft.

LEGAL DESCRIPTION OF PARCEL "C": AS PER SURVEY

(INSERT LEGAL DESCRIPTION OF PARCEL "C" HERE.)

Containing \_\_\_\_\_ acres/sq. ft.

DEDICATION STATEMENT BY OWNER.  
(IF APPLICABLE)

RESUBDIVISION OF PARCEL \_\_\_\_\_  
INTO PARCELS "A", "B" AND "C"  
SHEET 3 OF 4

Scale:	Drawn By:	Jdb Nicksen
Dates:	Revised: --/--/--	Revised: --/--/--

CONTACT NUMBERS

ADDRESS

NAME

PREPARED BY:

(Sheet 3 of 4)

# EXAMPLE OF SURVEY WITH CERTIFICATE OF RESUBDIVISION

The applicant hereby covenants and agrees to indemnify and hold harmless the City of Gulfport, its agents, servants, and or employees against any and all claims, demands, or causes of action of whatever nature which may arise as a result of the action of the Planning Commission, its agents and/or employees concerning the petition for resubdivision of the real property herein described:

Ratified and Approved by:

\_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Print Name  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

## ACKNOWLEDGE

Before me, the undersigned, authorized in and for the State of \_\_\_\_\_, County of \_\_\_\_\_, personally appeared the forenamed \_\_\_\_\_, who acknowledged that he/she accepted this plat and executed the foregoing certificate and dedication for the purpose therein set forth.

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

(AFFIX SEAL)

(ADDITIONAL SIGNATURE LINES AND ACKNOWLEDGEMENTS AS NEEDED FOR MORE THAN ONE OWNER)

## PLANNING COMMISSION

Submitted to and approved by the Gulfport City Planning Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Planning Commission Chairman

\_\_\_\_\_  
Planning Division Administrator

## APPROVAL

Submitted to and approved by the City of Gulfport City Council at the regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

ADOPT:

\_\_\_\_\_  
CLERK OF COUNCIL

\_\_\_\_\_  
PRESIDENT

This Resubdivision Plat and Certificate of Resubdivision, having been submitted and approved by the Mayor, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_, MAYOR

PREPARED BY:

NAME

ADDRESS

CONTACT NUMBER

Scale:	Drawn By:	Job Number:
Date:	Reviewed: ---/---/---	Planner:

RESUBDIVISION OF PARCEL  
INTO PARCELS "A", "B" AND "C"  
SHEET 4 OF 4

(Sheet 4 of 4)

**SUBMIT A COPY OF THIS PAGE WITH EXAMPLE OF  
SURVEY /CERTIFICATE OF RESUBDIVISION TO YOUR SURVEYOR**

**INSTRUCTIONS FOR GULFPORT RESUBDIVISION SURVEY/CERTIFICATE**

- A. Title Block of Survey should read: **Resubdivision of (*Lots, Blocks, Subdivision*) or (*unnamed parcel of Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_*), into (*Lots, Blocks, Subdivision*).**
- B. **Maximum size of resubdivision survey is 11" X 17".** More than one page may be submitted, if necessary, numbered Page \_\_\_\_ of \_\_\_\_\_. Information on the survey should include:
1. Scale, north arrow, date of survey and any revision dates. (Be sure to **revise the date**, if any changes are submitted.
  2. All adjoining street names and right-of-way widths. If not a dedicated City street, indicate what entity owns right-of-way.
  3. Existing lot lines, dimensions and existing lot/parcel numbers in dash lines or by smaller font and lighter lines than the proposed lot(s).
  4. New proposed lot lines, dimensions and lot numbers in solid lines, bolder than the existing lot information. New lot designation must be identified by number and referred to in the legal description "As per survey..." All legal description(s) must comply with Mississippi and Harrison County codes for recordation of deeds and changes thereof. Example: One lot is broken down into two lots. The designation should be identified as follows: Parcel 1, as per survey and Parcel 2, as per survey. The narrative part shall begin as follows: "Overall legal description of land prior to resubdivision"; and "Legal descriptions of lots/parcels created by this resubdivision"; "Parcel 1, as per survey, and the new legal description"; and, "Parcel 2, as per survey and the new legal description."
  5. All existing improvements/structures, including paved areas and accessory structures.
  6. All dimensions from proposed (new) lot lines for all existing structures.
  7. Required building setback lines.
  8. All existing easements/servitudes, noting the purpose of the easement, where recorded and to whom granted. Easements should be indicated with a dashed line so as not to be confused with a property line.
  9. The names of adjoining platted subdivisions or the record owners of unplatted land.
  10. Location of all flood zone designations, as shown on **DFIRM Map dated JUNE 16, 2009 with map panel number.**
- C. **Certificate of Resubdivision** (see attached sample) including the written legal description(s) of the land prior to resubdivision and each lot or parcel created by this resubdivision and all the necessary signature blocks. **The Certificate of Resubdivision should be combined with the Survey on 11" X 17" pages.**
- D. A **statement** regarding the provider of and the available capacity for water and sewage, including the type and size of existing lines available within 300'. **Note: If water and sewage are not currently available to serve all lots being created and new utility lines or other public improvements will need to be constructed, the request is not considered a resubdivision and the three phase subdivision process will be required.**
- E. **Certificate of Survey** – Certification by the registered land surveyor that the plat represents a survey made by him, that the monuments shown thereon actually exist as located and that all dimensional and other data are correct, including a statement of closure error, stamped and signed by the surveyor.
- F. When applicable, a written **Statement of Dedication** should be included on the survey for the signature of the property owner dedicating rights-of-way or easements shown on the survey to the City.

**NOTE: Owner's notarized signature is required on the Certificate of Resubdivision.**

## **STORM WATER REQUIREMENTS**

Mississippi Department of Environmental Quality requires the issuance of Storm Water Permits in accordance with the provisions of the Mississippi Water Pollution Control Law (Section 49-17-1 et seq., Mississippi Code of 1972).

There are currently two types of permits: 1) Small Construction Activities that Disturb One (1) Acre to Less than Five (5) Acres; and 2) Large Construction General Permit (five (5) acres or more).

If you are not familiar with these requirements, our office has available the referenced permit packages. Our office does not issue the permit. We do require that any individual , partnership, company, corporation, etc., that is requesting the issuance of a building permit , tree permit, or any type of action from our Planning Commission or Zoning Board of Appeal and Adjustment, which has been identified and applies to the Mississippi Water Pollution Control Law, be provided with and acknowledge receipt of the Small Construction General Permit Packet or Large Construction General Permit Packet, before final action can be taken by this Department.

If you need additional information on these permits, please contact Mississippi Department of Environment Quality (MDEQ) at (601) 961-5171 or [www.deq.state.ms.us](http://www.deq.state.ms.us).